



Policy Information	
Policy No:	E-1.42
Approved by:	Education Council
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Date of Next Review:	May 2018

## Alignment of Credit to Courses Policy

### Policy Statement

This policy defines guidelines for determining the credit value awarded to a course.

### Purpose / Rationale

Credits serve as a form of academic currency in post-secondary institutions. They are meant as a measure of the duration, breadth and depth of study toward a specific program goal. This policy is to provide a common standard for defining the number of credits a course should be awarded.

### Scope / Limits

This policy applies to all new or revised courses where credits are given as of May 2017 regardless of delivery method. The assigning of credits is the responsibility of each program area, but must follow the procedure developed and approved by Education Council.

### Principles/Guidelines

1. This policy recognizes that differences in instructional hours for different instructional method methods, warrant different weights per hour of instruction.
  - a. Direct Instruction - weight value of 1 hour of instruction/ week over a normalized 15 week semester equals 1 factored instructional hour
  - b. Supervised Practice – weight value of 1 hour of instruction/ week over a normalized 15 week semester equals 0.25 factored instructional hour
  - c. Practice Education, Field Placement, Internship, Practicum, Co-op - weight value of 1 hour of instruction/ week over a normalized 15 week semester equals 0.5 factored instructional hour
2. The total number of hours for each instructional method as stated on the course outline will be used to calculate the total factored instructional hours for the course and from that, the credit value assigned. These total numbers of hours will also appear in the college calendar following the description of each course and the credits assigned in the following format (Direct Instruction Hours, Supervised Practice, Practice Education) eg: 4CR (45, 60, 0).
3. Where courses are delivered without direct contact (e.g. on line) credits are assigned using one of the following:
  - a. Where the course is also offered face-to-face, the credits assigned to both the face to face and the on-line courses must be the same.
  - b. If no similar course is offered face-to-face, credits are assigned based on a reasonable estimate of the equivalent contact hours of

instruction that would be needed to deliver the curriculum in a face-to-face format.

## Definitions

Please refer to the Alignment of Credit to Courses Procedure for definitions of the following:

1. Instructional Method
2. Direct instruction
3. Supervised practice simulations
4. Practice Education, Field Placement, Internship Practicum, or Co-op
5. Normalized instructional hours
6. Factored instructional hours

## Legislative References

## Links to Other Related Policies, Documents and Websites

## Policy Amendment Log

Amendment Number:	Date:
0	Month YEAR
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